



**MED**

**Power Board**

**MED Power Board**

**August 28, 2019, 9:30 am - 11:30 am**

**City Council Chambers**

**MINUTES and DOCUMENTS**

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# **MINUTES**

## **MED**

### **Power Board**

#### **MED Power Board**

**Wednesday, August 28, 2019, 9:30 am - 11:30 am**

**City Council Chambers**

- A. Call To Order
- B. Regular Business
  - 1. Minutes
- C. Informational
  - 1. Financials
  - 2. Disbursements
  - 3. Uncollectable Accounts
  - 4. Safety Loss Control Activities
  - 5. Material Purchases
  - 6. Fuel Cost Adjustment
- D. Reports
  - 1. General Manager Report
  - 2. HR Report
  - 3. City Projects
  - 4. Fiber Optics Strategic Report
- E. Action Items
  - 1. FY 2020 Budget Amendment
  - 2. Replacement Bucket Truck
  - 3. Asplundh Contract Agreement - Final Term
- F. Other
  - 1. Next Power Board Meeting - Sept. 25, 2019

# **REGULAR MEETING OF THE BOARD OF MURFREESBORO ELECTRIC DEPARTMENT**

**July 24, 2019**

The Board of Murfreesboro Electric Department (MED) met in regular session at 9:30 a.m., Wednesday, July 24, 2019, in the City Council Chambers at 111 West Vine Street, Murfreesboro, Tennessee.

Members Present: Rick Hardesty, Chair  
Richard Stone  
Irene Pitts-McDonald  
Rick LaLance

Members Absent: Ross Bradley

Also, present were P.D. Mynatt, General Manager; Lori Williams, Secretary-Treasurer; Adam Tucker, City Attorney; and Craig Tindall, City Manager.

Other MED staff members present were Philip Lim, Gena Dix, Daphnea Anderson, John Florida, Brandon Allen, Chris Barns, and Autumn Ferree. Also, present was Ronnie Martin.

Mr. Hardesty called the meeting to order.

Mr. LaLance made a MOTION to appoint officers of the Power Board with Mr. Hardesty as Chair, Ms. Pitts-McDonald as Vice-Chair, and Ms. Williams as Secretary. Mr. Stone SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

Mr. LaLance made a MOTION to appoint officers of the Pension Committee with Mr. Bradley as Chair, Mr. Stone as Vice-Chair and Ms. Williams as Secretary. Mr. Hardesty SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

Ms. Pitts-McDonald made a MOTION to approve the minutes of the regular meeting held June 26, 2019. Mr. Stone SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

Ms. Williams presented information on June 2019-2018 financial reports. A list of June 2019 disbursements totaling \$15,780,320.71 and a list of uncollectible accounts for June 2019 in the amount of \$12,028.55 were presented for review. Additional information showing uncollectable accounts and payments on uncollectable accounts for fiscal year 2019 was presented. Mr. Mynatt recognized MED's Customer Service staff for the

outstanding job that they do collecting bad debts and keeping our bad debt expense less than the average for electric utilities.

In Safety and Loss Control Activities, Mr. Mynatt reported there have not been any safety and loss accidents for 2019.

Mr. Mynatt reported June 2019 material purchases under \$25,000 of \$204,032.86, purchases between \$25,000 and \$50,000 of \$113,515.76, and transformers purchased under the TVA contract of \$119,474.00.

Mr. Mynatt also reported the August 2019 total monthly fuel cost will be 1.673 cents per kilowatt-hour for standard service customers, 1.545 cents per kilowatt-hour for large manufacturing customers, and 1.506 cents per kilowatt-hour for large general service customers. The overall system average fuel rate for August is approximately 17% lower than the three-year average August FCA primarily due to higher expectations for hydro generation and lower purchased power and gas rates.

In the General Manager's Report, Mr. Mynatt reported TVA has confirmed publicly that staff will be recommending no rate increase at the next TVA Board Meeting.

Mr. Mynatt reported that MED will be celebrating our 80<sup>th</sup> Anniversary on August 16<sup>th</sup>.

Mr. Mynatt reported that MED will be participating in the National Night Out on August 6<sup>th</sup> on the Public Square. National Night Out is a free community event to promote crime prevention, as well as health and safety.

Mr. Mynatt reported that two breakers operated during the storms this past weekend. Two crews worked Saturday to make repairs. Lightning hit a pole on Front Street which caused Westbrook Towers to have partial power and lightning also burned down a phase on Rushwood Drive.

Mr. Mynatt introduced Autumn Ferree as our new Distribution Engineer.

Ms. Dix reported that there were no pay adjustments this month and MED has two job openings Truck Driver Second Shift and IT Tech Intern.

Mr. Lim presented the list of City Projects. There were no new projects added this month.

On the Fiber Committee, Mr. Barns reported that the installation of fiber has been installed to 22 of 31 buildings.

Mr. Mynatt presented bids to purchase 500 MCM copper wire for construction to new apartment complexes and homes, including Valley Brook, Brighton Park, Osborne Estates, and Veterans parkway circuit extension. Bids received are:

<u>Bidder</u>	<u>Quantity</u>	<u>Price</u>	<u>Total Sales Price</u>
Border States	22,000 13.74'		\$302,280.00
Stuart Irby	22,000 10.17'		\$223,740.00

Mr. Stone made a MOTION to approve the purchase of 22,000 feet of 500 MCM copper wire from Stuart Irby at a total price of \$223,740. Mr. LaLance SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

Mr. Stone requested an update on the meeting with Asplundh tree trimming crews. Mr. Whitaker met with Asplundh management and they have added staff to have a third crew working for MED. Asplundh's contract has an extension that can be renewed in September. If Asplundh is not able to provide the crews needed by MED, we will not renew the extension on the contract.

Mr. Tindall reported that a joint meeting with the Power Board and City Council is tentatively scheduled on August 14 as part of the City Council workshop.

Mr. LaLance made a MOTION to adjourn the meeting. Ms. Pitts-McDonald SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Chair

Approved\_\_\_\_\_

**MURFREESBORO ELECTRIC DEPARTMENT  
COMPARATIVE BALANCE SHEET**

<b>ASSETS AND OTHER DEBITS</b>	<b>JULY</b>	<b>JULY</b>	<b>Increase/(Decrease)</b>	
	<b>2019</b>	<b>2018</b>	<b>Amount</b>	<b>Percent</b>
<b>UTILITY PLANT</b>				
Electric Plant	226,668,458	219,679,025	6,989,433	3.18%
Less Depreciation	72,658,358	66,792,926	5,865,432	8.78%
<b>Total</b>	<b>154,010,100</b>	<b>152,886,099</b>	<b>1,124,001</b>	<b>0.74%</b>
Unamortized Acquisition Adj.	867,863	1,062,904	(195,041)	-18.35%
<b>Total Plant - net</b>	<b>154,877,963</b>	<b>153,949,003</b>	<b>928,960</b>	<b>0.60%</b>
<b>OTHER PROPERTY &amp; INVESTMENTS</b>				
Sinking Funds	65,851	66,050	(199)	-0.30%
Other Special Funds	679,048	677,576	1,472	0.22%
<b>Total</b>	<b>744,899</b>	<b>743,626</b>	<b>1,273</b>	<b>0.17%</b>
<b>CURRENT AND ACCRUED ASSETS</b>				
Cash & Temporary Cash Investments	49,410,950	63,420,088	(14,009,138)	-22.09%
Accounts Receivable	15,820,292	15,512,237	308,055	1.99%
Materials and Supplies	2,178,356	2,246,015	(67,659)	-3.01%
Prepayments	1,828,248	1,777,332	50,916	2.86%
Other Current Assets	3,649,950	4,231,296	(581,346)	-13.74%
<b>Total</b>	<b>72,887,796</b>	<b>87,186,968</b>	<b>(14,299,172)</b>	<b>-16.40%</b>
<b>DEFERRED DEBITS</b>				
Debt Expense	0	0	0	0.00%
Clearing Accounts	653	549	104	18.94%
Receivables-Conservation Loans	1,841,410	1,968,290	(126,880)	-6.45%
Other Deferred Debits	1,723,267	2,039,061	(315,794)	-15.49%
<b>Total</b>	<b>3,565,330</b>	<b>4,007,900</b>	<b>(442,570)</b>	<b>-11.04%</b>
<b>TOTAL ASSETS &amp; OTHER DEBITS</b>	<b>232,075,988</b>	<b>245,887,497</b>	<b>(13,811,509)</b>	<b>-5.62%</b>
<b>LIABILITIES AND OTHER CREDITS</b>	<b>JULY</b>	<b>JULY</b>	<b>Increase/(Decrease)</b>	
	<b>2019</b>	<b>2018</b>	<b>Amount</b>	<b>Percent</b>
<b>EARNINGS REINVESTED IN SYSTEM</b>				
Beginning of Year	187,969,082	180,086,085	7,882,997	4.38%
Current Year to Date	611,409	1,174,121	(562,712)	-47.93%
<b>Total</b>	<b>188,580,491</b>	<b>181,260,206</b>	<b>7,320,285</b>	<b>4.04%</b>
<b>LONG -TERM DEBT</b>				
Bonds and Other Long -Term Debt	4,167,000	5,282,000	(1,115,000)	-21.11%
Debt Premium and Discount	22,000	34,000	(12,000)	-35.29%
<b>Total</b>	<b>4,189,000</b>	<b>5,316,000</b>	<b>(1,127,000)</b>	<b>-21.20%</b>
<b>OTHER NON-CURRENT LIABILITIES</b>				
Post Retirement Benefits	9,916,804	12,093,651	(2,176,847)	-18.00%
Conservation Loans - TVA	1,897,482	2,009,836	(112,354)	-5.59%
<b>Total</b>	<b>11,814,286</b>	<b>14,103,487</b>	<b>(2,289,201)</b>	<b>-16.23%</b>
<b>CURRENT &amp; ACCRUED LIABILITIES</b>				
Accounts Payable	12,904,096	29,852,232	(16,948,136)	-56.77%
Customer Deposits	10,319,907	9,928,615	391,292	3.94%
Interest Accrued	4,142	6,017	(1,875)	-31.16%
Other Current Liabilities	2,150,044	2,098,118	51,926	2.47%
<b>Total</b>	<b>25,378,189</b>	<b>41,884,982</b>	<b>(16,506,793)</b>	<b>-39.41%</b>
<b>OTHER DEFERRED CREDITS</b>	<b>2,114,022</b>	<b>3,322,822</b>	<b>(1,208,800)</b>	<b>-36.38%</b>
<b>TOTAL LIABILITIES &amp; OTHER CREDITS</b>	<b>232,075,988</b>	<b>245,887,497</b>	<b>(13,811,509)</b>	<b>-5.62%</b>

**MURFREESBORO ELECTRIC DEPARTMENT  
COMPARATIVE REVENUE AND EXPENSE STATEMENT**

	JULY 2019	JULY 2018	Increase(Decrease)			FYTD 2020	FYTD 2019	Increase(Decrease)	
			Amount	Percent				Amount	Percent
OPERATING REVENUE									
Electric Sales Revenue	17,222,587	17,223,922	(1,335)	-0.01%		17,222,587	17,223,922	(1,335)	-0.01%
Revenue from Late Payments	90,216	98,422	(8,206)	-8.34%		90,216	98,422	(8,206)	-8.34%
Misc. Service Revenue	183,080	189,860	(6,780)	-3.57%		183,080	189,860	(6,780)	-3.57%
Rent from Electric Property	74,312	71,784	2,528	3.52%		74,312	71,784	2,528	3.52%
Other Electric Revenue	0	0	0	0.00%		0	0	0	0.00%
Total Operating Revenue	17,570,195	17,583,988	(13,793)	-0.08%		17,570,195	17,583,988	(13,793)	-0.08%
PURCHASED POWER									
	14,827,713	14,342,001	485,712	3.39%		14,827,713	14,342,001	485,712	3.39%
OPERATING EXPENSE									
Distribution Expense	243,192	229,222	13,970	6.09%		243,192	229,222	13,970	6.09%
Customer Accounts Expense	165,687	194,076	(28,389)	-14.63%		165,687	194,076	(28,389)	-14.63%
Customer Service & Info. Expense	19,789	13,016	6,773	52.04%		19,789	13,016	6,773	52.04%
Sales Expense	26,676	24,573	2,103	8.56%		26,676	24,573	2,103	8.56%
Administrative & General Expense	418,823	428,360	(9,537)	-2.23%		418,823	428,360	(9,537)	-2.23%
Total Operating Expense	874,167	889,247	(15,080)	-1.70%		874,167	889,247	(15,080)	-1.70%
MAINTENANCE EXPENSE									
Distribution Expense	200,652	116,289	84,363	72.55%		200,652	116,289	84,363	72.55%
Administrative & General Expense	32,110	26,202	5,908	22.55%		32,110	26,202	5,908	22.55%
Total Maintenance Expense	232,762	142,491	90,271	63.35%		232,762	142,491	90,271	63.35%
OTHER OPERATING EXPENSE									
Depreciation Expense	747,411	629,983	117,428	18.64%		747,411	629,983	117,428	18.64%
Amortization of Acquisition Adj.	16,720	20,587	(3,867)	-18.78%		16,720	20,587	(3,867)	-18.78%
Taxes and Tax Equivalents	364,273	388,129	(23,856)	-6.15%		364,273	388,129	(23,856)	-6.15%
Total Other Operating Expense	1,128,404	1,038,699	89,705	8.64%		1,128,404	1,038,699	89,705	8.64%
TOTAL OPER EXP & PURCH PWR	17,063,046	16,412,438	650,608	3.96%		17,063,046	16,412,438	650,608	3.96%
INCOME									
Operating Income	507,149	1,171,550	(664,401)	-56.71%		507,149	1,171,550	(664,401)	-56.71%
Other Income	111,844	9,967	101,877	1022.14%		111,844	9,967	101,877	1022.14%
Total Income	618,993	1,181,517	(562,524)	-47.61%		618,993	1,181,517	(562,524)	-47.61%
Miscellaneous Income Deductions	500	0	500	0.00%		500	0	500	0.00%
Net Income Before Debt Exp	618,493	1,181,517	(563,024)	-47.65%		618,493	1,181,517	(563,024)	-47.65%
DEBT EXPENSE									
Interest on Long Term Debt	7,431	7,746	(315)	-4.07%		7,431	7,746	(315)	-4.07%
Other Interest Expense	48	45	3	6.67%		48	45	3	6.67%
Amortization of Debt Discount & Exp.	605	605	0	0.00%		605	605	0	0.00%
Amortization of Premium on Debt.	(1,000)	(1,000)	0	0.00%		(1,000)	(1,000)	0	0.00%
Total Debt Expense	7,084	7,396	(312)	-4.22%		7,084	7,396	(312)	-4.22%
NET INCOME	611,409	1,174,121	(562,712)	-47.93%		611,409	1,174,121	(562,712)	-47.93%



# MURFREESBORO ELECTRIC DEPARTMENT

## STATISTICAL DATA

	<b>JULY 2019</b>	<b>JULY 2018</b>	<b>INCREASE (DECREASE) AMOUNT PERCENT</b>	
KWH PURCHASED	188,052,934	185,590,133	2,462,801	1.33%
KWH SOLD/USED	177,754,212	180,035,624	(2,281,412)	-1.27%
COST PER KWH PURCHASED (CENTS)	7.89	7.73	0.16	2.07%

	<b>FYTD 2020</b>	<b>FYTD 2019</b>	<b>INCREASE (DECREASE) AMOUNT PERCENT</b>	
KWH PURCHASED	188,052,934	185,590,133	2,462,801	1.33%
KWH SOLD/USED	177,754,212	180,035,624	(2,281,412)	-1.27%
COST PER KWH PURCHASED (CENTS)	7.89	7.73	0.16	2.07%

## CUSTOMER DATA

	<b>JULY 2019</b>	<b>JULY 2018</b>	<b>INCREASE (DECREASE) AMOUNT PERCENT</b>	
RESIDENTIAL	59,552	57,427	2,125	3.70%
LESS THAN 50 KW	6,358	6,248	110	1.76%
GREATER THAN 50 KW	1,028	1,057	(29)	-2.74%
STREET AND ATHLETIC	151	142	9	6.34%
TOTAL CUSTOMERS	67,089	64,874	2,215	3.41%

## FINANCIAL RATIOS

	<b>JULY 2019</b>	<b>JULY 2018</b>
CURRENT RATIO	2.87	2.08
ACID TEST	2.57	1.88
DEBT TO EQUITY RATIO	0.027	0.035

	<b>JULY 2019</b>	<b>JULY 2018</b>	<b>FYTD 2020</b>	<b>FYTD 2019</b>
OPERATING RATIO	90.70%	87.43%	90.70%	87.43%
NET INCOME(CENTS) / \$ OF REVENUE	3.48	6.68	3.48	6.68

**DISBURSEMENTS & ACH TRANSFERS**  
**JULY 2019**

<b>VENDOR</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
MED - Deposit Refund Account	7/2/2019	\$26,313.49	Transfer Funds
MED - Deposit Refund Account	7/11/2019	\$23,892.45	Transfer Funds
MED - Payroll	7/12/2019	\$207,625.25	Employee Direct Deposit
MED - Payroll	7/12/2019	\$515.70	Transfer Funds to Flexible Reimbursement Account
MED - Deposit Refund Account	7/17/2019	\$19,078.21	Transfer Funds
MED - Deposit Refund Account	7/25/2019	\$17,234.44	Transfer Funds
MED - Payroll	7/26/2019	\$248,143.25	Employee Direct Deposit
MED - Payroll	7/26/2019	\$515.70	Transfer Funds to Flexible Reimbursement Account
MED - Sinking Fund	7/31/2019	\$32,904.18	Transfer Funds
Check Register		\$12,832,802.46	
Total		\$13,409,025.13	

**Bad Debt Analysis  
For Fiscal Year 2020**

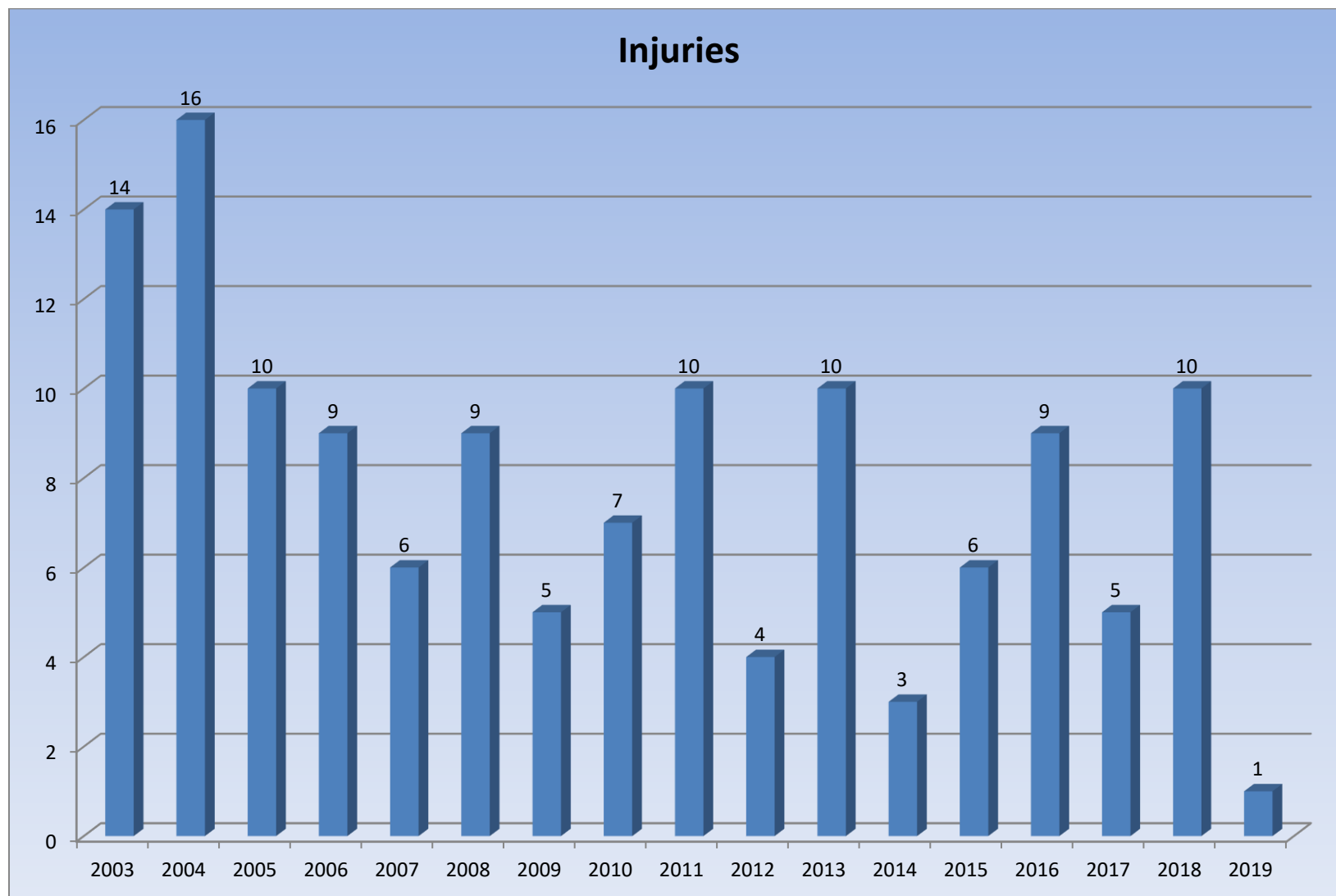
	<b>Uncollectable Accounts</b>	<b>Payments Collected</b>	<b>Net Expense</b>
<b>July 2019</b>	8,102.98	(7,142.17)	960.81
<b>Aug 2019</b>			0.00
<b>Sept 2019</b>			0.00
<b>Oct 2019</b>			0.00
<b>Nov 2019</b>			0.00
<b>Dec 2019</b>			0.00
<b>Jan 2020</b>			0.00
<b>Feb 2020</b>			0.00
<b>March 2020</b>			0.00
<b>April 2020</b>			0.00
<b>May 2020</b>			0.00
<b>June 2020</b>			0.00
<b>Totals</b>	<b>\$8,102.98</b>	<b>(\$7,142.17)</b>	<b>\$960.81</b>

	<b>Sales</b>	<b>Bad Debt to Sales</b>
<b>July 2019</b>	17,222,587.03	0.0056%
<b>Aug 2019</b>		
<b>Sept 2019</b>		
<b>Oct 2019</b>		
<b>Nov 2019</b>		
<b>Dec 2019</b>		
<b>Jan 2020</b>		
<b>Feb 2020</b>		
<b>March 2020</b>		
<b>April 2020</b>		
<b>May 2020</b>		
<b>June 2020</b>		
<b>Totals</b>	<b>\$17,222,587.03</b>	<b>0.0056%</b>

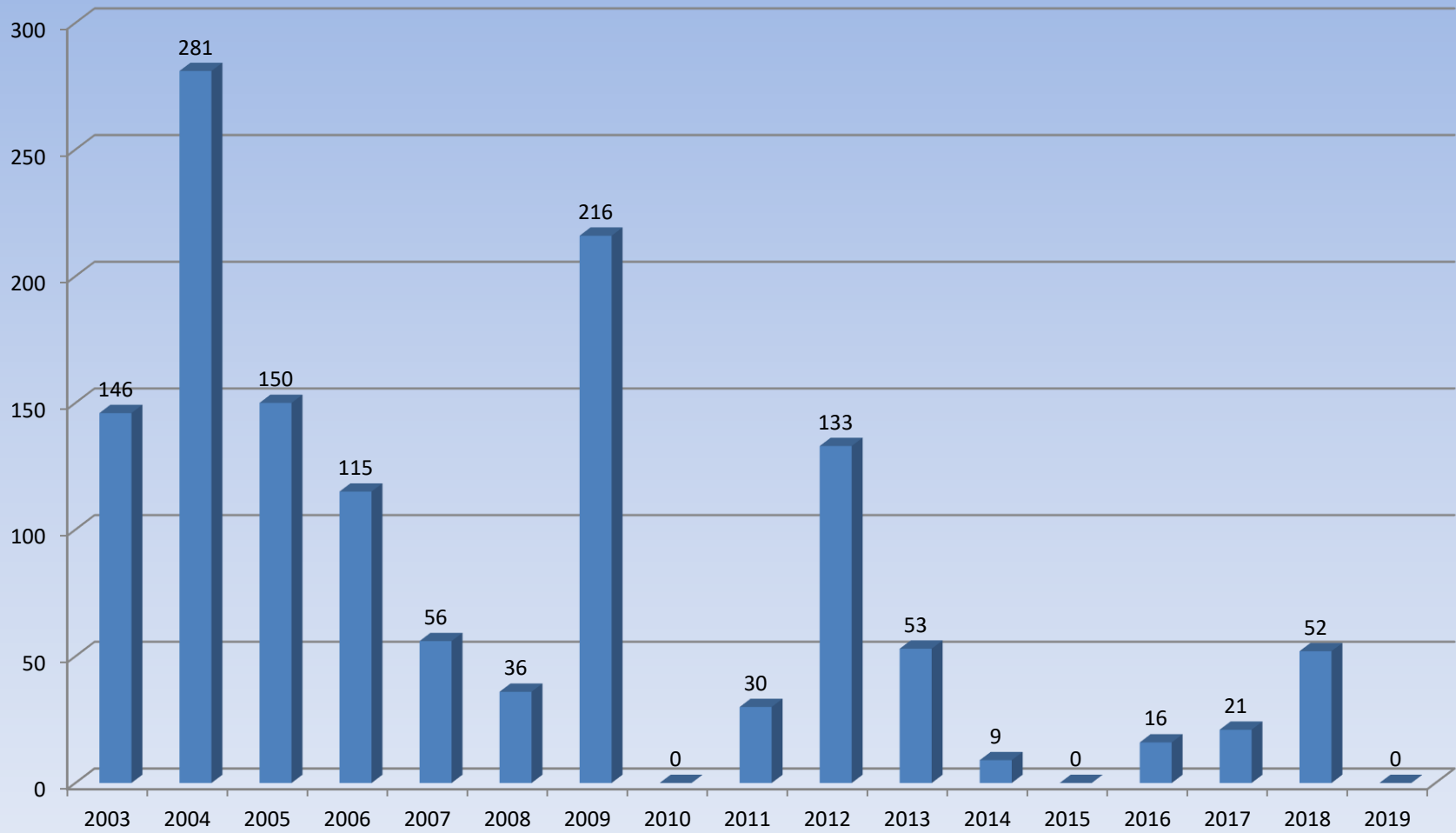
# **MURFREESBORO ELECTRIC DEPARTMENT**

## **SAFETY PROGRAM**

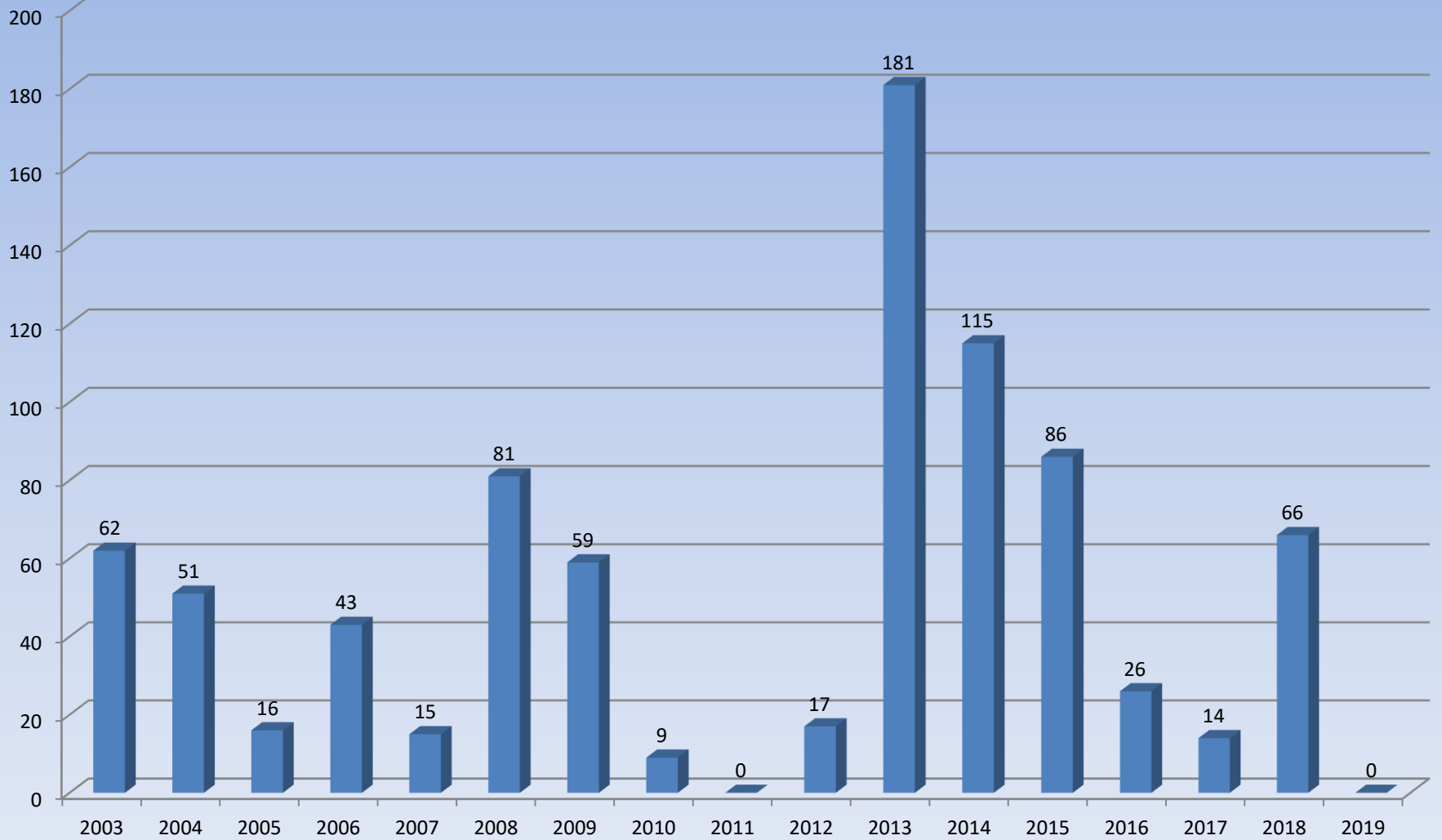
**August 28, 2019**



## Days Off



## Days Restricted



# APPENDIX

## CALENDAR YEAR 2008

- 2/11/2008 Scratch on finger-infection; 20 days away from work
- 4/1/2008 Insect bite/sting-allergic reaction; 1 day away from work
- 4/23/2008 Leg jammed between cart & step-contusion; No loss time
- 7/18/2008 Object penetrated employee's boot; No loss time
- 8/6/2008 Elbow injury while lifting PTs; 15 days away from work and 13 days restricted duty
- 8/28/2008 Right hand and wrist-setting, removing meters; No loss time
- 9/9/2008 Employee stepped off back of truck, ankle turned and employee fell backward to the ground; No loss time
- 10/29/2008 Right heel and leg-twisted and turned; 68 days on restricted duty
- 12/23/2008 Tripped, fell on both hands; No loss time

## CALENDAR YEAR 2009

- 2/6/2009 Fifth right digit on hand trapped between tree limbs, ice storm in Kentucky; No loss time, medical attention, recordable
- 4/11/2009 Slipped in ditch, Medial Meniscus tear of right knee; 216 days away from work plus 44 days on job transfer/restrictions as of 12/31/09
- 5/28/2009 Gaff hook broke through bag and hooked onto left leg, required stitches; No loss time
- 8/25/2009 While using hammer drill, pinched nerve in upper back between shoulder blades; No loss time
- 12/17/2009 While unloading PM transformer, winch cable broke, employee turned to dodge cable and twisted left knee resulting in sprain of knee and leg; No loss time, placed on restricted duty for 15 days



# APPENDIX

## CALENDAR YEAR 2010

- 1/8/2010 Employee slipped on ice hurting right hip/lower back; Drug screen only. Employee saw no need for doctor.
- 6/17/2010 Employee tripped on wire, fell, skinned knee, scratched face; Drug screen and first aid by employee
- 6/21/2010 Employee cut left palm when knife slipped while cutting plastic band; Drug screen and four sutures, restricted duty for 9 days
- 8/15/2010 Employee fractured right hand little finger when pole claw rolled, ER x-ray, finger splint
- 9/20/2010 Employee cut right thumb on metal disk of rusty tube, drug screen and tetanus shot
- 10/13/2010 Gripper on bicycle handlebar caught back of truck while coming in parking lot
- 10/13/2010 Stopped at gate waiting on traffic to clear when co-worker ran into back of truck on bicycle

## CALENDAR YEAR 2011

- 1/6/2011 Employee injured back while lifting a cross-arm resulting in a lumbar sprain; able to work in another department with restrictions
- 4/15/2011 Employee slipped and twisted middle of back while carrying a battery charger down steps resulting in lumbar strain; able to work with restrictions
- 4/27/2011 During storm work employee slipped hurting lower middle back and right side. Report only, no lost time
- 4/28/2011 Employee cut out on 35' pole resulting in gaff puncture and laceration to right foot; 20 days lost time
- 5/5/2011 Sprain of unspecified site of right hand; able to work with restrictions
- 5/26/2011 While employee cutting tree off conductor a chip flew into left eye; no lost time
- 6/6/2011 Employee walking distribution circuit and fell in a 7 foot crevice; 3 days lost time
- 7/19/2011 Employee came into contact with poison oak/ivy while pulling pole; received shot for allergic reaction
- 8/11/2011 Employee became dehydrated; 1 day lost time
- 8/15/2011 Employee sprained upper left shoulder, upper arm, while lifting vault lid

# APPENDIX

## CALENDAR YEAR 2012

- 3/20/2012 Employee attacked and bitten by dog. Received six stitches to finger and Rx. Work restrictions-9 days
- 5/11/2012 Bite of unspecified origin-concern of ticks-no treatment
- 5/17/2012 Sprained right hand while replacing guy-limited use of hand, no heavy gripping or squeezing-Work restrictions-8 days
- 6/21/2012 Shoulder/Upper arm strain-physical therapy with surgery on 8/17. Lost time of 133 days

## CALENDAR YEAR 2013

- 5/1/2013 Cut finger while using box cutter knife. Glued laceration-no lost time
- 5/31/2013 Poison ivy-no treatment except OTC-no lost time
- 6/10/2013 Shoulder strain-restricted duty for 14 days
- 6/27/2013 Ankle sprain-physical therapy with orthopedic follow up-off work until released-22 days off at report
- 7/2/2013 Laceration caused by stepping on nail-minor treatment at Concentra-no lost time
- 8/31/2013 Sprain of upper arm/shoulder when picking up box-no lost time
- 8/28/2013 Sprain lower back-2 days lost time
- 9/3/2013 Fell-fracture collar bone and ribs-19 days lost time, 119 days restricted duty
- 10/3/2013 Injured left shoulder while closing roll-up door-10 days lost time, 41 days restricted duty
- 10/30/2013 Hand laceration when digging hole-restricted duty for 7 days

# APPENDIX

## CALENDAR YEAR 2014

- 1/27/2014 Employee fell, closed fracture of right wrist, right ankle sprain. Lost time-9 days. Work restrictions-115 days
- 2/4/2014 Carpel tunnel syndrome (both hands)-no lost time
- 9/1/2014 Slipped and fell, contusion of left leg above ankle-no lost time

## CALENDAR YEAR 2015

- 3/30/2015 Fell, hurting back, rear and right arm-no lost time
- 3/30/2015 Meter box fell while moving-hurting right shoulder-Work restriction-64 days
- 5/20/2015 Left elbow-lesion of ulnar nerve-referred to ortho-no lost time
- 7/7/2015 Metal on top of vault dropped on left foot-toe fracture-Work restrictions-22 days
- 8/19/2015 Wire dolly hit pinky finger-dislocated-no lost time
- 10/20/2015 Manhole cover fell on left foot-no lost time

# APPENDIX

## CALENDAR YEAR 2016

- 2/29/2016 Employee cut finger while adjusting drill-first aid-no lost time
- 3/17/2016 Employee strained back while carrying boxes of meters-no lost time
- 3/21/2017 Employee sprained ankle after stepping from pole bin-22 days restricted duty-recordable
- 5/2/2016 Employee contacted poison oak/ivy-no lost time
- 5/20/2016 Employee bruised knee in traffic accident-no lost time
- 5/23/2016 Employee lost left thumbnail in fall from pole during pole top rescue practice-first aid at Concentra-no lost time
- 6/24/2016 Employee suffered head contusion, cut lip, contusion on left arm, and bruised lung after traffic accident-15 days off-recordable
- 7/11/2016 Employee received splinter in right hand while slowing the spin of wire reel with gloved hand-1 day off-recordable
- 12/30/2016 Employee strained lower back while lifting nitrogen tank from truck-no lost time

## CALENDAR YEAR 2017

- 1/26/2017 Employee tripped, fell, and strained back while climbing stairs-No lost time
- 3/3/2017-Employee bent down and struck head on counter-First Aid at Concentra-No lost time
- 3/17/2017 Employee broke finger while removing nitrogen cylinder from truck-21 days off; 14 days restricted; Recordable
- 5/1/2017 Employee struck on head with aluminum st. lt. pole when exiting truck; No lost time
- 9/18/2017 Employee's hand cut by broken 7200 insulator; No lost time; Recordable

# APPENDIX

## CALENDAR YEAR 2018

- 3/6/2018 Employee sprained ankle while digging street light pole hole; six days lost time; Recordable
- 4/17/2018 Employee aggravated existing injury during vehicle accident; no lost time
- 4/23/2018 Employee received cuts and rash from gravel blown from conduit; no lost time
- 4/30/2018 Employee fell while shoveling striking lower chest on shovel handle; no lost time
- 5/14/2018 Employee cut hand with razor knife while stripping concentric wire; no lost time; Recordable
- 6/11/2018 Employee scraped shin when falling into water valve opening while walking line; no lost time
- 6/29/2018 Employee suffered heat exhaustion during Lineman's Rodeo; Determined illness not work related
- 8/9/2018 Employee suffered strain in left foot while traversing to meter base; no lost time
- 8/17/2018 Employee aggravated strain in left foot from 8/9/2018; 1 day off; 29 days restricted duty; Recordable
- 11/29/2018 Employee pinned between aerial lift and substation structure; 45 days lost time; 37 days Restricted Duty; Recordable, Reportable

## CALENDAR YEAR 2019

- 2/5/2019 Employee received bruised foot after aluminum st. lt. pole dropped onto foot while being loaded; no lost time

# **TVPPA/DIC SAFETY AUDIT**

**AUDIT CONDUCTED BY:**

**Steve Powell**

**DATE:**

**7/30/2019**

**Utility Audited:**

**Murrreesboro  
Electric Dept.**

**DEPARTMENT: All**

**X= ITEMS NOT IN COMPLIANCE**

**NOTE: N/A MEANS NOT APPLICABLE TO THIS UTILITY**

## SECTION 1: RECORD KEEPING

Are all occupational injuries and illnesses, including those involving loss of life, loss of consciousness, loss of time

- 1 ☐ from work, and those requiring treatment other than first aid, being recorded as required on the OSHA Form 300?
- 2 ☐ Are copies of OSHA Form 300 kept for five years?
- 3 ☐ Are employee medical records and records of employee exposures to hazardous substances or harmful physical agents current?
- 4 ☐ Are employee safety and health training records maintained?

## SECTION 2: EMPLOYEE EDUCATION AND TRAINING

- 1 ☐ Are safety & training meetings scheduled for all employees?
- 2 ☐ Is Pole top and bucket truck rescue training provided?
- 3 ☐ Is confined space rescue such as manhole rescue training provided?

## SECTION 3: BUILDING AND STORAGE

- 1 ☐ Are materials stored in an orderly manner?
- 2 ☐ Are there designated aisles and walkways?
- 3 ☐ Are bins and racks structurally sound?
- 4 ☐ Are stairs equipped with handrails and are docks and stairs marked?
- 5 ☐ Is good housekeeping practiced?
- 6 ☐ Is there approved storage of flammable liquids/materials?
- 7 ☐ Are lifts and hand trucks provided?
- 8 ☐ Is there adequate fire protection?
- 9 ☐ Is there adequate lighting?
- 10 ☐ Are exits marked and accessible?
- 11 ☐ Are all exits illuminated by a reliable light source?
- 12 ☐ Are the directions to exits, if not immediately apparent, marked with visible signs?  
Are doors, passageways, or stairways that are neither exits nor access to exits, & which could be mistaken for exits, appropriately marked "NOT AN EXIT," or "TO BASEMENT," "STOREROOM," & the like?
- 13 ☐
- 14 ☐ **N/A** Are explosives properly stored?
- 15 ☐ Is first aid equipment available?

#### **SECTION 4: MAINTENANCE AND REPAIR FACILITIES**

- 1 ☐ Is adequate fire protection provided?
- 2 ☐ Is there approved storage of flammable liquids/materials?
- 3 ☐ Are solvents used properly?
- 4 ☐ Is there an appropriate battery charging area?
- 5 ☐ Are there appropriate welding areas?
- 6 ☐ N/A Are tire cages provided?
- 7 ☐ N/A Are there safe vehicle lifting devices?
- 8 ☐ Are there appropriate warning signs and markings?
- 9 ☐ Is there first aid equipment available?
- 10 ☐ Are protective safeguards in place?
- 11 ☐ Are power tools and equipment electrically grounded?
- 12 ☐ Are tools and equipment clean and well maintained?
- 13 ☐ Are power tools properly stored?

#### **SECTION 5: POLE YARDS AND OUTSIDE STORAGE**

- 1 ☐ Are poles stacked in order and secured?
- 2 ☐ Is there easy access to materials?
- 3 ☐ Are materials properly and neatly stored?
- 4 ☐ Are areas well lit?
- 5 ☐ Are outside areas fenced and locked?
- 6 ☐ Is there good housekeeping?
- 7 ☐ Is adequate fire protection provided?

#### **SECTION 6: SUBSTATIONS**

- 1 ☐ Are substations fenced, locked, and grounded?
- 2 ☐ Are there appropriate warning signs?
- 3 ☐ Are there adequate clearances?
- 4 ☐ Are materials properly stored?
- 5 ☐ Are structures and devices well maintained?
- 6 ☐ Are battery rooms properly equipped?
- 7 ☐ Are operating rules established?
- 8 ☐ Is adequate fire protection provided?



## SECTION 7: PERSONAL PROTECTIVE EQUIPMENT

- 1 ☐ Has there been an assessment of the hazards that might require PPE, including a review of injuries?
- 2 ☐ Has the assessment been verified through written certification?
- 3 ☐ Does the assessment identify the workplace evaluated?
- 4 ☐ Has training been provided to each employee required to wear PPE?
- 5 ☐ Has the training been verified through written certification?
- 6 ☐ Are protective gloves, aprons, shields, or other protection provided against cuts, corrosive liquids, and chemicals?

### SECTION 7A: FOOT PROTECTION

- 1 ☐ N/A Where employees are exposed to conditions that could cause foot injury, are safety shoes required to be worn?

### SECTION 7B: HAND PROTECTION

- 1 ☐ Is proper hand protection provided when employees are exposed to injuries such as cuts, laceration, abrasion, chemical absorption, thermal burns, and punctures?

### SECTION 7C: HEAD PROTECTION

- 1 ☐ Does head protection meet specifications for job being performed?
- 2 ☐ Is head protection in good condition?
- 3 ☐ Is head protection worn on the job?

### SECTION 7D: EYE AND FACE PROTECTION

- 1 ☐ Does system provide eye/face protection?
- 2 ☐ Do items meet specifications for job being performed?
- 3 ☐ Are items properly stored?
- 4 ☐ Are protective goggles or face shields provided and worn when there is any danger of flying material or caustic or corrosive materials?
- 5 ☐ Are safety glasses required to be worn at all times in areas where there is a risk of eye injuries?
- 6 ☐ Are non-conductive safety glasses required when employees are working on or near energized equipment?
- 7 ☐ Are all safety glasses stamped Z87.1 and equipped with side shields?
- 8 ☐ Do you have eyewash facilities and a quick-drench shower within a work area where employees are exposed to caustic or corrosive materials?

## **SECTION 7E: RESPIRATORS**

- 1 N/A Are approved respirators provided for regular or emergency use where needed?
- 2 N/A Is there a written respirator program?

## **SECTION 7F: HEARING PROTECTION**

- 1 N/A Are baseline audiograms established?
- 2 N/A Are sound level exposures determined?
- 3        Does hearing protection meet specifications for job performed?
- 4        Are items properly stored and maintained?

## **SECTION 7G: RUBBER GLOVES, SLEEVES, AND PROTECTORS**

- 1        Do items meet specifications for job being performed?
- 2        Are items properly fitted?
- 3        Are items periodically electrically tested?
- 4        Are items properly stored?

## **SECTION 8: OTHER PROTECTIVE DEVICES AND PERSONAL TOOLS**

- 1        Do items meet specifications for job being performed?
- 2        Are items properly fitted?
- 3        Are items properly stored?
- 4        Is there a tool replacement program in force?
- 5        Are personal tools maintained?

## **SECTION 9: GENERAL VEHICLES (FLEET, CARS, SERVICE TRUCKS, ETC.)**

- 1        Are there documented scheduled mechanical inspections?
- 2        Are preventive maintenance procedures followed?
- 3        Are maintenance logs maintained?
- 4        Are vehicles equipped with required safety equipment?
- 5        Are vehicles equipped with proper fire extinguishers?
- 6        Are vehicles equipped with approved first aid kits?
- 7        Is there good housekeeping?
- 8        Are tools properly stored in the vehicles?
- 9        Are operators properly trained?

## SECTION 10: DIGGER DERRICKS

- 1 ☐ Are there documented scheduled mechanical inspections?
- 2 ☐ Are preventive maintenance procedures followed?
- 3 ☐ Are maintenance logs maintained?
- 4 ☐ Are vehicles equipped with required safety equipment?
- 5 ☐ Are vehicles equipped with approved first aid kits?
- 6 ☐ Are vehicles equipped with proper fire extinguishers?
- 7 ☐ Is there good housekeeping?
- 8 ☐ Are tools properly stored in the vehicle?
- 9 ☐ Are operators properly trained?
- 10 ☐ Is there a documented system of winch inspection?
- 11 ☐ Are hydraulic systems periodically checked?
- 12 ☐ Is there a system of checking critical areas?
- 13 ☐ Are there vehicle grounds with proper attachments?
- 14 ☐ Are chocks available for use?
- 15 ☐ Are capacity ratings and warning signs displayed?

## SECTION 11: AERIAL DEVICES

- 1 ☐ Are there documented scheduled mechanical inspections?
- 2 ☐ Are preventive maintenance procedures followed?
- 3 ☐ Are maintenance logs maintained?
- 4 ☐ Are vehicles equipped with required safety equipment?
- 5 ☐ Are vehicles equipped with proper fire extinguishers?
- 6 ☐ Are vehicles equipped with approved first aid kits?
- 7 ☐ Is there good housekeeping?
- 8 ☐ Are tools properly stored in the vehicles?
- 9 ☐ Are operators properly trained?
- 10 ☐ Are there vehicle grounds with proper attachments?
- 11 ☐ Are there periodic mechanical safety checks?
- 12 ☐ Are there well identified upper and lower controls?
- 13 ☐ Are capacity rating and warning signs displayed?
- 14 ☐ Is there a system of winch inspection?
- 15 ☐ Is the hydraulic system periodically checked?
- 16 ☐ Are dielectric tests conducted on insulated booms and a log maintained of the test?
- 17 ☐ Is there a system of frequently checking critical areas against standards?

- 18 ☐ Are aerial devices properly equipped with safety belts/harnesses and lanyards?  
19 ☐ Are chocks available for use?

### **SECTION 12: TRAILERS**

- 1 ☐ Are there documented scheduled mechanical inspections?  
2 ☐ Are preventive maintenance procedures followed?  
3 ☐ Are maintenance logs maintained?  
4 ☐ Are vehicles equipped with required safety equipment?  
5 ☐ Is there good housekeeping?

### **SECTION 13: MISCELLANEOUS VEHICLES ( TRENCHERS, BACKHOES, FORKLIFTS, OTHER SPECIAL EQUIPMENT**

- 1 ☐ Are there documented scheduled mechanical inspections?  
2 ☐ Are preventive maintenance procedures followed?  
3 ☐ Are maintenance logs maintained?  
4 ☐ Are vehicles equipped with required safety equipment?  
5 ☐ Are vehicles equipped with proper fire extinguishers?  
6 ☐ Is there good housekeeping?  
7 ☐ Are tools properly stored in the vehicles?  
8 ☐ Are operators properly trained?

### **SECTION 14: VEHICLE GROUNDS**

- 1 ☐ Is there a regular system of inspection?  
2 ☐ Is there a regular system of documented electrical testing?

### **SECTION 15: PERSONAL PROTECTIVE GROUNDS**

- 1 ☐ Is there a regular system of inspection?  
2 ☐ Is there a regular system of documented electrical testing?  
3 ☐ Does the system have adequate overhead personal protective grounds?  
4 ☐ Does the system have adequate underground personal protective grounds?

## **SECTION 16: COVER UP MATERIALS**

- 1 ☐ Are adequate insulator hoods, line guards and blankets provided?
- 2 ☐ Is there periodic inspection?
- 3 ☐ Is there periodic documented electric testing?
- 4 ☐ Are materials clean and properly stored?

## **SECTION 17: TRUCK TOOLS AND EQUIPMENT**

- 1 ☐ Are tools and equipment well maintained?
- 2 ☐ Is a system of inspection followed?
- 3 ☐ Are sharp edges guarded?
- 4 ☐ Are items secured in a clean, dry area and stored in an orderly manner?
- 5 ☐ Are containers provided for insulated tools?
- 6 ☐ Are sheaves well maintained?

## **SECTION 18: HAZARD SUBSTANCES COMMUNICATIONS (HAZCOM)**

- 1 ☐ Is there a list of hazardous substances in your workplace?
- 2 ☐ Is there a hazard communication program dealing with material safety data sheets, labeling, and employee training?
- 3 ☐ Is there a MSDS readily available for each hazardous substance used?
- 4 ☐ Is there an employee training program for hazardous substances?
- 5 ☐ Are employees aware of the details of the hazcom program, including how to use the labeling system and MSDS's?

## **SECTION 19: HAZARDOUS ENERGY CONTROL (ELECTRIC DEPT.)**

- 1 ☐ Is a system operator in charge of the lines or equipment and their means of disconnection?
- 2 ☐ Are switches, reclosers, or other disconnecting devices that are opened to de-energize lines to be worked on locked and tagged with a hold order?
- 3 ☐ Are de-energized lines and equipment tested for the presence of voltage prior to applying protective grounds?
- 4 ☐ Is a clearance number issued to the supervisor of the crew working on the energized lines or equipment?
- 5 ☐ Are there written switching procedures?

## SECTION 20: TRENCHING AND EXCAVATIONS

- 1 \_\_\_\_\_ Is there a procedure in place for locating any underground utility lines prior to trenching and excavation work?
- 2 **N/A** \_\_\_\_\_ Is a means of egress from a trench or excavation located so no employee shall have to travel more than 25ft. to reach it?
- 3 " \_\_\_\_\_ Are safety procedures such as sloping, benching, trench boxes etc. used when an employee enters a trench 5ft. Deep or more?
- 4 " \_\_\_\_\_ Are trenching and excavations tested for hazardous atmospheres?
- 5 " \_\_\_\_\_ Is a competent person on site to inspect the excavation or trench daily?
- 6 " \_\_\_\_\_ Is there an inspection by a competent person each day and through the shift if necessary?
- 7 " \_\_\_\_\_ Is sloping, benching, shoring, or shielding of excavations greater than 20ft. Deep designed by a registered professional engineer?

## SECTION 21: GENERAL WORK ENVIRONMENT

- 1 \_\_\_\_\_ Are all worksites clean and orderly?
- 2 \_\_\_\_\_ Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant?
- 3 \_\_\_\_\_ Are all spilled materials or liquids cleaned up immediately?
- 4 \_\_\_\_\_ Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?
- 5 \_\_\_\_\_ Are covered metal waste cans used for oily and paint-soaked waste?
- 6 \_\_\_\_\_ Are toilets and washing facilities sanitary?
- 7 \_\_\_\_\_ Are all work areas adequately lighted?

## SECTION 22: FLOOR AND WALL OPENINGS

- 1 \_\_\_\_\_ Are floor holes or openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- 2 \_\_\_\_\_ Are toe boards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
- 3 \_\_\_\_\_ Are unused portions of service pits and pits not actually in use covered or protected by guardrails or equivalent?

## SECTION 23: STAIRS AND STAIRWAYS

- 1 \_\_\_\_\_ Are standard stair rails and handrails present on all stairways having four or more risers?
- 2 \_\_\_\_\_ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 9.5 inches?
- 3 \_\_\_\_\_ Are steps on stairs designed or provided with a surface that renders them slip resistant?

## **SECTION 24: ELEVATED SURFACES**

- 1     \_\_\_\_\_ Are signs posted, when appropriate, showing elevated floor load capacity?
- 2     \_\_\_\_\_ Are elevated surfaces (more than four feet above the floor or ground) provided with standard guardrails?
- 3     \_\_\_\_\_ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard toe boards?

## **SECTION 25: PORTABLE LADDERS**

- 1     \_\_\_\_\_ Are all ladders in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- 2     \_\_\_\_\_ Are nonslip safety feet on all ladders except step ladders?
- 3     \_\_\_\_\_ Are employees instructed to face the ladder when ascending/descending?
- 4     \_\_\_\_\_ Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, broken side rails, or other faulty equipment?
- 5     \_\_\_\_\_ Are portable metal ladders legibly marked with signs reading "CAUTION — Do Not Use Around Electrical Equipment" or equivalent wording?

## **SECTION 26: IDENTIFICATION OF PIPING SYSTEMS**

- 1     \_\_\_\_\_ When non-potable water is piped through a facility, are outlets or taps posted to alert employees that the water is unsafe and not to be used for drinking, washing, or personal use?
- 2     \_\_\_\_\_ When hazardous substances are transported through above-ground piping, is each pipeline identified?
- 3     \_\_\_\_\_ Have asbestos-covered pipelines been identified?
- 4     \_\_\_\_\_ When pipelines are identified by colored paint, are all visible parts of the line well identified?
- 5     \_\_\_\_\_ When pipelines are identified by color-painted bands or tapes, are these located at reasonable intervals, and at each outlet, valve, or connection?
- 6     \_\_\_\_\_ When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- 7     \_\_\_\_\_ When the contents of pipelines are identified by name or abbreviations, is the information readily visible on the pipe near each valve or outlet?
- 8     \_\_\_\_\_ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable material, the message clearly and permanently distinguishable, and tags installed at each valve or outlet?
- 9     \_\_\_\_\_ When pipelines are heated by electricity, steam, or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

## **SECTION 27: TRANSPORTING EMPLOYEES AND MATERIALS**

- 1     \_\_\_\_\_ Do employees operating vehicles on public thoroughfares have operator licenses?
- 2     \_\_\_\_\_ Are motor vehicle drivers trained in defensive driving and proper use of the vehicle?
- 3     \_\_\_\_\_ Are seat belts provided and are employees required to use them?
- 4     \_\_\_\_\_ Does each van, bus, or truck used to transport employees have an adequate number of seats?
- 5     \_\_\_\_\_ When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?
- 6     \_\_\_\_\_ When transporting employees, are vehicles equipped with lamps, brakes, horns, mirrors, windshields, and turn signals that are in good repair?
- 7     \_\_\_\_\_ Are transport vehicles provided with handrails, steps, stirrups, or similar devices that have been placed and arranged so employees can safely mount or dismount?
- 8     \_\_\_\_\_ Is a fully-charged fire extinguisher, in good condition, maintained in each employee transport vehicle?
- 9     \_\_\_\_\_ When sharp-edged cutting tools are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place?

## **SECTION 28: FIRE PROTECTION**

- 1     \_\_\_\_\_ If you have 11 or more employees, do you have a written fire-prevention plan?
- 2     \_\_\_\_\_ Does your plan describe the type of fire protection equipment and/or systems (if any) that are available for use?
- 3     \_\_\_\_\_ If you have a fire alarm system, is it tested at least annually?
- 4     \_\_\_\_\_ Are portable fire extinguishers provided in adequate numbers and types?
- 5     \_\_\_\_\_ Are fire extinguishers mounted in readily assessable locations?
- 6     \_\_\_\_\_ Does the utility inspect all fire extinguishers at least monthly?
- 7     \_\_\_\_\_ Are all fire extinguishers inspected by a professional annually?
- 8     \_\_\_\_\_ Are employees periodically instructed in the proper use of fire extinguishers and fire prevention procedures?

## **SECTION 29: FLAMMABLE AND COMBUSTIBLE MATERIALS**

- 1     \_\_\_\_\_ Are combustible scrap, debris, and waste materials stored in covered metal receptacles and removed from the worksite promptly?
- 2     \_\_\_\_\_ Are proper storage methods used to minimize the risk of fire and spontaneous combustion?
- 3     \_\_\_\_\_ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- 4     \_\_\_\_\_ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?



5 \_\_\_\_\_ Are "NO SMOKING" signs posted in areas where flammable or combustible materials are used or stored?

6 \_\_\_\_\_ Are safety cans used for dispensing flammable or combustible liquids?

7 \_\_\_\_\_ Are all spills of flammable or combustible liquids cleaned up promptly?

### **SECTION 30: BASIC ELECTRICAL SAFETY**

1 **N/A** Are your workplace electricians familiar with OSHA electrical safety rules?

2 \_\_\_\_\_ Do you require compliance with OSHA rules on all contract electrical work?

3 \_\_\_\_\_ Are portable hand-held electrical tools and equipment grounded or are they of the double insulated type?

4 **X** Do extension cords have a grounding conductor?

Are ground-fault circuit interrupters installed on each temporary 15, 20, or 30 ampere, 125-volt AC circuit at locations

5 \_\_\_\_\_ where construction, demolition, modifications, alterations, or excavations are being performed?

6 \_\_\_\_\_ Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

7 \_\_\_\_\_ Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come into contact with energized parts of equipment, fixtures, or circuit conductors?

8 \_\_\_\_\_ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

9 \_\_\_\_\_ Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

10 \_\_\_\_\_ Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?

11 \_\_\_\_\_ Are all unused openings (including conduit knockouts) of electrical enclosures and fittings closed with appropriate covers, plugs, or plates?

12 \_\_\_\_\_ Are electrical enclosures such as switches, receptacles, and junction boxes provided with tight fitting covers or plates?

## SECTION 31: CRANES AND HOIST

- 1 \_\_\_\_\_ Are cranes visually inspected for defective components prior to the start of any work shift?
- 2 \_\_\_\_\_ Are all electrically-operated cranes effectively grounded?
- 3 \_\_\_\_\_ Is a crane preventive maintenance program established?
- 4 \_\_\_\_\_ Is the load chart clearly visible to the operator?
- 5 \_\_\_\_\_ Is the rated capacity visibly marked on each crane?
- 6 \_\_\_\_\_ Does each crane have a certificate indicating that required testing and examinations have been performed?
- 7 \_\_\_\_\_ Are crane inspection and maintenance records maintained and available for inspection?

## SECTION 32: CPR, FIRST AID, FIRST AID KITS

- 1 \_\_\_\_\_ Are at least two employees certified in CPR and First Aid available when employees are performing work on or associated with fifty volts or more?
- 2 \_\_\_\_\_ Are first aid kits approved by the employer's consulting physician?
- 3 \_\_\_\_\_ Are first aid kits maintained, readily available to the employees and inspected frequently enough to ensure used supplies are replaced at least once per year?
- 4 \_\_\_\_\_ Is adult CPR certification provided to all employees required to receive it on a periodic basis?
- 5 \_\_\_\_\_ Is first aid certification provided to all employees required to receive it on a periodic basis?
- 6 \_\_\_\_\_ Does first aid certification address the hazards associated with blood-borne pathogens and the use of protective barriers?

## SECTION 33: CONFINED SPACES

- 1 \_\_\_\_\_ Has the utility identified all confined and enclosed spaces?
- 2 \_\_\_\_\_ Is there a written program?
- 3 \_\_\_\_\_ Has training been provided to employees that enter confined spaces and serve as attendants?
- 4 \_\_\_\_\_ Does the training include at least the following:
  - \_\_\_\_\_ a. Removal of manhole covers
  - \_\_\_\_\_ b. Calibration of test instruments
  - \_\_\_\_\_ c. Testing for oxygen deficiency
  - \_\_\_\_\_ d. Testing for flammable gases and vapors
  - \_\_\_\_\_ e. Ventilation and monitoring
  - \_\_\_\_\_ f. Safe use of open flames
  - \_\_\_\_\_ g. Rescue and emergency procedures
  - \_\_\_\_\_ h. Proper use of rescue equipment

## **SECTION 34: LOCKOUT/TAGOUT PROCEDURES (General)**

- 1     \_\_\_\_\_ Is there a written lockout/tagout procedure?
- 2     \_\_\_\_\_ Have employees been trained, based on the written procedure?
- 3     \_\_\_\_\_ Is all machinery or equipment (capable of movement) required to be de-energized or dis-engaged and locked out during cleaning, servicing, adjusting, or setting up operations?
- 4     \_\_\_\_\_ Is it prohibited to lock out control circuits, in lieu of locking out main power disconnects?
- 5     \_\_\_\_\_ Are all equipment control valve handles provided with a means of lockout?
- 6     \_\_\_\_\_ Does the lockout/tagout procedure require that stored energy (i.e., mechanical, hydraulic, air) be released or blocked before equipment is locked out for repairs?
- 7     \_\_\_\_\_ Are appropriate employees provided with individually keyed personal safety locks?
- 8     \_\_\_\_\_ Are employees required to keep personal control of their key(s) while they have safety locks in use?  
Is it required that employees check the safety of the lockout by attempting to start up after making sure no one is
- 9     \_\_\_\_\_ exposed?
- 10    \_\_\_\_\_ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:  
\_\_\_\_\_ a. Are the appropriate electrical enclosures identified?  
\_\_\_\_\_ b. Are means provided to assure the control circuit can also be disconnected and locked out?

## **SECTION 35: COMPRESSED GASES**

- 1     \_\_\_\_\_ Stored in an upright position and chained or otherwise secured?
- 2     \_\_\_\_\_ Contents of the cylinder properly identified?  
Cylinders transported by powered vehicles, secured in a vertical position with the valve cap or valve protection device
- 3     \_\_\_\_\_ in place?

# **TVPPA/DIC**

## **Safety Audit**

### **Audit Summary**

**An accident is defined as an unplanned event invariably preceded by an unsafe act(s) and/or unsafe condition(s) that frequently results in injury or damage. Accidents / Incidents can be prevented by:**

**Recognizing Hazards**

**Eliminating Hazards**

**Controlling Hazards**

**Protecting from Hazards**

**Conducted for: Murfreesboro Electric Department**

**Conducted by:**

Steve Powell, CUSA  
3209 Edgeworth Ln  
Memphis, TN 38119  
Cell: (901) 491-5387  
spowellssafetyspecs@gmail.com

**Auditor Background:**

**Mr. Powell is a 39 year veteran of the utility industry, starting with Memphis Light, Gas, and Water Division in 1973. Mr. Powell worked in Electric Distribution from 1973—1988, Safety & Technical Training for Electric Distribution from 1988—1998, Supervisor of Safety & Technical Training from 1998—2012, TVPPA Safety Consultant/Trainer, 2006—present, DIC Safety Auditor, 2012—present.**

**Mr. Powell holds the following certifications:**

**Certified Utility Safety Administrator (National Safety Council)**

**Authorized Trainer for OSHA General Industry, 29 CFR 1910 10 and 30 hour (University of Alabama)**

**National Joint Apprentice Training Committee and International Brotherhood of Electrical Workers, Journeyman Lineman**

**Auditor Comments: Murfreesboro Electric Department's overall approach to the safety of their employees and the public is commendable. My escort, Brian Sharp, was very cordial and helpful during the audit. All of MED employees were very cooperative and showed interest in how their performance was during the audit process.**

**Auditor Note: MED had zero lost time injuries in 2015, one lost time injury in 2016, two lost time injuries in 2017, and three lost time injuries in 2018.**

**Required written programs were readily available.**

**Trucks inspected were very good with housekeeping, and overall cleanliness, which can prevent slips, trips, and falls when climbing in and out of truck beds.**

**Crews inspected were wearing and using all the appropriate PPE for their respective job tasks.**

**The meter shop was in excellent condition with organization and overall housekeeping.**

**The truck parking building/dock area, Cole building, upper and lower warehouses were very good with housekeeping and organization.**

## **BULLET SUMMARY**

- Bucket truck # M2—yellow extension cord did not have a ground prong on plug



## **DETAILED AUDIT SUMMARY**

**AUDITOR NOTE:** Below are the sections where items were marked for non-compliance.

### **REFERENCE DOCUMENTS**

- OSHA 29 CFR 1910 & 1926
- APPA SAFETY MANUAL

### **SECTION 30: BASIC ELECTRICAL SAFETY**

**Item # 4:** Bucket truck #M2, a yellow extension cord did not have a ground prong on the plug. OSHA 1910.334 (a) (2) (i)

**Recommendation:** Repair or replace extension cord, periodically inspect all extension cords for missing ground prongs and frayed/damaged insulation.

**Auditor note:** Extension cord was removed from service.

## **ADDITIONAL OBSERVATIONS, COMMENTS, AND RECOMMENDATIONS**

**The auditor inspected the following buildings and facilities: Bucket truck parking building and dock area, Cole building, pole yard, transformer yard, maintenance shop, meter shop, main office areas, upper and lower warehouses, Jones Blvd, Carson Lane, and Gateway substations.**

**Also inspected were: (6) bucket trucks, (2) digger derricks, (3) foreman trucks, (3) engineering pickup trucks, (5) meter pickup trucks, (1), (2) URD service trucks, (2) single reel trailers, (3) single reel tension trailers, (1) air compressor trailer, (1) arrow board trailer, (2) forklifts, (1) two man OH service crew, (3) three man OH crews, and (1) five man OH crew.**

**COMMENTS: All crew chiefs exhibited quality leadership skills, covering their job briefing forms with the auditor and escort upon arrival at each job site.**

**Both management and employees of Murfreesboro Electric Department place a high priority on safety.**

**This was a very good audit!**

## **NOTED IMPROVEMENTS FROM THE 2018 AUDIT**

-



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MEMORANDUM

TO: MED Power Board  
FROM: Diane Simpkins, Director of Purchasing  
DATE: Wednesday August 21, 2019  
RE: Material Purchases

PURCHASES UNDER \$25,000: \$ 327,223.52

PURCHASES BETWEEN \$25,000 - \$50,000:

PURCHASE ORDER #	VENDOR	ITEM	QUANTITY		AMOUNT
23463	Power Supply	50' CL 2 steel poles	30	\$	43,335.00
23400	Irby	600 amp pad mount switchgear	2	\$	26,722.00

Over 25 total \$ 70,057.00

TRANSFORMER PURCHASES FROM BLANKET:

PURCHASE ORDER #	VENDOR	ITEM	QUANTITY		AMOUNT
23460	Ermco	15 kva csp pole mount	10	\$	6,600.00
		25 kva csp pole mount	10	\$	8,240.00
		50 kva csp pole mount	5	\$	5,965.00
23459	DECO	25 kva csp pole mount	10	\$	8,450.00
23458	DECO	25 kva 1 ph pad mount	10	\$	12,020.00
23455	GRESKO	25 kva 1 ph pad mount	5	\$	6,100.00
23445	DECO	50 kva csp pole mount	6	\$	7,200.00
23444	DECO	50 kva 2B conv. Pole mount	6	\$	7,380.00
23422	Ermco	25 kva 1 ph pad mount	5	\$	6,160.00
		50 kva 1 ph pad mount	10	\$	14,490.00
		75 kva 1 ph pad mount	5	\$	8,680.00
		100 kva 1 ph pad mount	5	\$	10,655.00
23416	DECO	50 kva 1 ph pad mount	15	\$	22,665.00
23414	Ermco	50 kva 2B conv. Pole mount	9	\$	10,116.00
23409	Ermco	300 kva 3ph pad mount	1	\$	7,802.00
23397	DECO	50 kva 1 ph pad mount	9	\$	13,599.00
23396	GRESKO	50 kva 1 ph pad mount	4	\$	6,020.00

Transformer total \$ 162,142.00

GRAND TOTAL \$ 559,422.52

NO ITEMS FOR BORAD APPROVAL THIS MONTH

## For Internal Use Only – Not For Distribution to Media

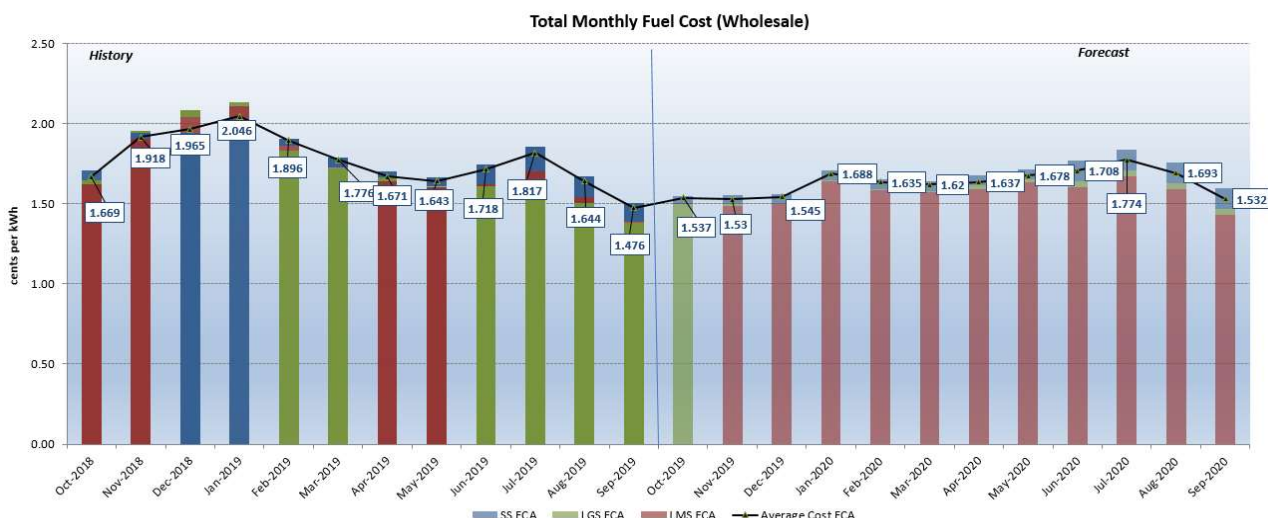
### Total Monthly Fuel Cost Communication – September 2019

#### Total Monthly Fuel Cost – September 2019

The total monthly fuel cost will be 1.503 cents per kWh for Standard Service customers, 1.389 cents per kWh for Large Manufacturing customers, and 1.384 cents per kWh for Large General Service customers.

The overall system average fuel rate for September is approximately 18% lower than the three-year average September FCA. This is primarily due to higher expectations for hydro generation and lower gas rates.

#### Total Monthly Fuel Cost Forecast: September 2019 to September 2020



	Oct-2018	Nov-2018	Dec-2018	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Dec-2019	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020
LMS FCA	1.622	1.907	2.042	2.11	1.863	1.73	1.643	1.602	1.622	1.702	1.545	1.389	1.502	1.487	1.498	1.640	1.586	1.571	1.592	1.632	1.607	1.673	1.591	1.431
LGS FCA	1.646	1.943	2.083	2.136	1.835	1.719	1.665	1.61	1.608	1.606	1.506	1.384	1.497	1.497	1.499	1.645	1.593	1.578	1.614	1.655	1.643	1.709	1.627	1.467
SS FCA	1.684	1.92	1.944	2.028	1.909	1.791	1.68	1.658	1.747	1.854	1.673	1.503	1.549	1.544	1.560	1.703	1.649	1.634	1.653	1.693	1.737	1.802	1.721	1.561

*The monthly fuel cost forecast represents current expectations and operational conditions and is subject to change at any time. Actual fuel cost amounts in future months are subject to considerable risks and could vary widely from the current forecast.*



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August 28, 2019

**Members of the Power Board:**

I. The following items have been prepared for your **INFORMATION**.

**POSITIONS FILLED SINCE LAST BOARD MEETING:**

<b>TITLE</b>	<b>NEW/REPLACE</b>	<b>FILLED BY</b>
Truck Driver – 2 <sup>nd</sup> shift	Replaced Rick Taylor 8.2.19/R	transferred Renita Haley 8.5.19

**POSITIONS BUDGETED OR OPEN FOR FY 2020:**

<b>TITLE</b>	<b>NEW/REPLACE</b>	<b>STATUS</b>
Accountant	New – carryover budget	on hold
Accounting Summer College Intern	New	on hold
Customer Service Representative	Replace David Galland 1.10.18	on hold
CSR	Replace Norma Autry 5.22.19/R	promoted Marti Garber 5.20.19
Cashier	Replace Marti Garber 5.20.19	<u>Using Temp Agency – Melissa Barco 5.30.19</u>
Dispatch Center Manager	New	on hold
Dispatcher (3)	New	on hold
Electrical Engineer	Replace Jimmy Nguyen 7.19.18	hired Autumn Ferree on 7.8.19
Engineering Technician	New – carryover budget	on hold
Engineering Technician	<b>Replace Justin Stallings 8.30.19</b>	
Engineering – College Interns (3)	New	hired one – Isaac Brunner 6.3.19-8.2.19
GIS Technician	New	on hold
IT Systems Administrator	Replace Marc Peek in Oct.	on hold
IT Technician	New	on hold
<b>IT Tech Intern</b>	<b>Replace Peyton Ball 4.26.19</b>	<b>posted - OPEN</b>
Operations Engineer	New	on hold
Operations Engineer Manager	Replace Marc Peek 6.4.19	on hold
P/T HR Coordinator, College Intern	New	on hold
Serviceman/Lineman (Second Shift)	Replace Alan Ayers, 4.19.19/R	transferred Lance Jones 4.29.19
Serviceman/Lineman	Replace Lance Jones 4.29.19	promoted Brandon Allen 6.10.19
Systems Analyst	Replace Lisa Knight 11.26.18	on hold
Truck Driver (Second Shift)	Replace Rick Taylor 8.2.19/R	transferred Renita Haley 8.5.19
Truck Driver (First Shift)	Replace Renita Haley 8.5.19	on hold

**POSITIONS CHANGED YTD:**

<b>TITLE</b>	<b>STATUS/REASON</b>
None	

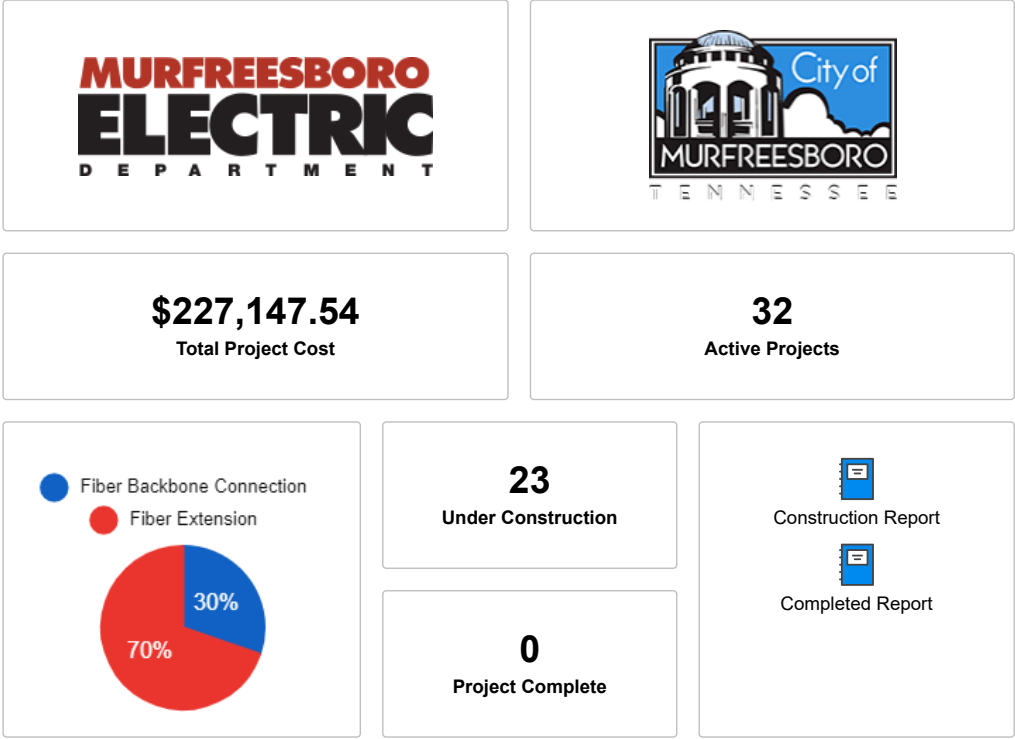
Respectfully presented,

*Gena S. Dix*

Gena S. Dix, Director of Human Resources

City Projects - 8/19/2019

Primary	Street	Amount of Aid to Construction	Status	Status Notes	Additional Notes
Dejarnette Lane Airport Project	Dejarnette Ln.	\$276,100.00	MED Construction	500 Cu energized. Overhead line removed.	Aid to Construction Paid. <b>Streetlights in MED construction</b>
Jones Blvd	Ridgely Rd to W Northfield Blvd	Design Not Finalized.	Preliminary design.		Waiting on SEC Inc. for finalized roadway plans.
Mcknight Park Maintenance Building	Memorial and Dejarnette	\$1,475.00	<b>Contractor Construction</b>	Waiting on aid to construction.	Single Phase
Northfield Blvd Phase 1	Northfield Blvd		Contractor construction.	Contractor installing primary conduits.	Design Finalized.
Old Fort Park Maintenance Building	Old Fort Park	\$1,600.00	Design complete.	Waiting on aid to construction.	As of right now single phase
Perlino Drive Bridge	Perlino Dr.	No Aid to Construction	MED Construction	Primary Conductor Installed.	
Rucker Ln	Rucker Ln	No Aid to Construction	Design complete.		Waiting on road project to begin.
Airport Terminal	Airport Rd.	\$30,000.00	Contractor construction.	<b>Waiting on aid to construction.</b>	<b>Two Poles set and existing vaults replaced.</b>
Medical Center Pkwy - LED Streetlights	Medical Center Pkwy	No Aid to Construction	MED Construction	Installed from Memorial Blvd. to N. Thompson Ln.	
Fire Station 11	Blaze Dr.	\$6,000.00	Contractor construction.	<b>Waiting on aid to construction.</b>	<b>Two temporaries energized</b>
Siegel Park	Cherry Ln.		Preliminary design.		





# Fiber Summary - Fiber Projects (Construction)

	Primary	Street Address	Project Type	MED WO#	MED WO# Project Cost	MED Status	Notes - Board
1	Barfield Park	697 Veterans Pkwy	Fiber Backbone Connection	118727	\$3,978.63	Under construction.	Fiber installed inside building.
2	Cannonsburgh Village	312 S Front St	Fiber Backbone Connection	118675	\$10,399.12	Under construction.	Fiber installed inside building.
3	City Hall	111 W Vine St	Fiber Extension	118767	\$69,214.68	Under construction.	Fiber installed inside building.
4	City Training	W Main St	Fiber Extension	119447	n/a	Under construction.	Fiber installed inside building.
5	Fire Administration	NW Broad St	Fiber Extension	118767	n/a	Under construction.	Fiber installed inside building.
6	Fire Station 10	2563 Veterans Pkwy	Fiber Backbone Connection	118683	\$6,413.56	Under construction.	Fiber installed inside building.
7	Fire Station 2	2880 Runnymede Dr	Fiber Backbone Connection	118832	\$6,125.45	Under construction.	Fiber installed inside building.
8	Fire Station 3	1511 Mercury Blvd	Fiber Extension	120122	\$3,152.19	Under construction.	Fiber installed outside building.
9	Fire Station 8	1730 E Northfield Blvd	Fiber Backbone Connection	118838	\$0.00	Under construction.	Fiber installed outside building.
10	Fire Station 9	802 Cason Ln	Fiber Backbone Connection	118795	\$3,382.94	Under construction.	Fiber installed inside building.
11	McFadden Community Center	211 Bridge Ave	Fiber Extension	119445	\$20,357.63	Under construction.	Fiber installed outside building.
12	MWRD Administration	NW Broad St	Fiber Extension	118767	n/a	Under construction.	Fiber installed outside building.
13	MWRD Engineering Annex	NW Broad St	Fiber Extension	118767	n/a	Under construction.	Fiber installed outside building.
14	MWRD Mill St Water Tower	405 Mill St	Fiber Extension	119351	\$13,440.25	Under construction.	Fiber installed inside building.
15	MWRD Operations & Maintenance	1725 S Church St	Fiber Extension	119277	\$6,254.51	Under construction.	Fiber installed inside building.
16	MWRD Stoney Meadow Water Tower	2003 Stoney Meadow Dr	Fiber Extension	118799	\$26,448.76	Under construction.	Fiber installed inside building.
17	MWRD Water Plant	5528 Sam Jared Dr	Fiber Extension	118791	\$9,902.57	Under construction.	Fiber installed outside building.
18	Patterson Park	521 Mercury Blvd	Fiber Extension	118852	\$6,515.04	Under construction.	Fiber installed outside building.
19	Police Headquarters - Greenland Drive Extension	Greenland Drive	Fiber Extension	118751	\$21,530.23	Under construction.	Project complete.
20	Police Precinct	520 E Castle St	Fiber Extension	118818	\$353.55	Under construction.	Fiber installed outside building.
21	Police Special Operations Unit	906 Industrial Drive	Fiber Backbone Connection	119360	\$5,709.51	Under construction.	Fiber installed inside building.
22	Street Department	620 W Main St	Fiber Extension	119447	\$10,812.41	Under construction.	Fiber installed outside building.
23	West Tower Site	Blaze Drive	Fiber Backbone Connection	118839	\$7,135.14	Under construction.	Fiber installed to driveway.



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## MEMORANDUM

**To:** MED Power Board  
**Date:** August 21, 2019  
**Subject:** FY 2020 Budget Amendment

---

### **Background**


The City Manager has requested that MED budget \$500,000 for professional services for legal, accounting, and financial advice and guidance related to future transactions involving MED.

### **Recommendation**

Transfer the funds from the \$2,000,000 contingency for storms and unanticipated growth to Administrative and General Expense.

### **Fiscal Impact**

The transfer of funds will result in a reduction to Net Income of \$500,000.

Submitted by:   
P. D. Mynatt, General Manager



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**BOARD COMMUNICATION**  
**Meeting Date: 8/28/2019**

---

**Item Title:** Replacement Bucket Truck

**Department:** Operations

**Presented by:** Jackie Whitaker, Director of Operations

**Requested Action:**

Motion	<input checked="" type="checkbox"/>
Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>

---


**Background** – In 2012 MED purchased a 40' material handling bucket installed on a F550 Ford Chassis. This unit now has 120,000 miles on the odometer with 7648 hours on the idle meter. The idle hours can be multiplied by 25 miles/hour to be added back to the mileage on the chassis. That would be equivalent to 311,200 miles on the unit.

**Purpose** – The replacement of a higher mileage and maintenance cost truck with a new unit. The new unit will also have additional reach (48').

**Fiscal Impact** – The cost is projected in this fiscal year budget (July 2019 to June 2020).

**Recommendation** – MED's staff recommends Board approval for the replacement Bucket Truck for a purchase price of \$161,642.00 from ALTEC Industries, Inc. The unit was quoted through NJPA (Sourcewell) Cooperative Purchasing Program.

Submitted by:   
Jackie Whitaker, Director of Operations

Reviewed and approved for Board package by:   
P. D. Mynatt, General Manager

Quoted for: MURFREESBORO ELECTRIC DEPT

Customer Contact:

Phone: / Email:

Quoted by: Josh Stone

Phone: (919) 528-8070 / Email: josh.stone@altec.com

Altec Account Manager: Brad Bass

**REFERENCE ALTEC MODEL**

AT41M	Articulating Telescopic Aerial Device with Material Handling Insulated, 41'	\$132,085
-------	---	-----------

**(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)**

1	AT41M-AWD	All Wheel Drive	\$5,227
2	AT41M-US48M	Articulating telescopic Aerial Device with Material Handling (insulating lower arm) with 48' boom height (AT48M)	\$11,824
3			
4			

**(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)**

1	SPOT3	FOUR (4) POINT STROBE SYSTEM (LED)	\$561
2	SPOT6	Remote Spot Light, LED, Permanent Mount, With Wireless Dash Mounted Controls And Programmable Wireless Remote	\$709
3	RL	COMPARTMENT LIGHTS in Body Compartments - Rope LED (Per Compartment)	\$1,036
4	PSWI2	PURE SINE WAVE INVERTER, 2400 Watts Continuous. GFCI Outlet at Rear.	\$2,890
5	LR	Ladder Rack	\$1,086
6			

**SOURCEWELL OPTIONS TOTAL:** \$155,418

**(B.) OPEN MARKET ITEMS (Customer Requested)**

1	UNIT	Start/Stop at Boom Tip, Tailshelf, and Lower Controls (Included in Base Price)	
2	UNIT & HYDRAULIC ACC	Hydraulic Oil Heater, 12V, Fixed Temperature Range	\$1,092
3	BODY		
4	BODY & CHASSIS ACC	PVC Canister Kit, 6" DIA Pipe, 108" L, With Aluminum Cap, Door And Mounting U-Bolts,	\$639
5	ELECTRICAL	Strobe on Vertical Post on SS and CS Front of Body (Included in Base Unit Price), (2) Flood Light, LED, Surface Mount, 1800 Lumens, Mounted On Body To Illuminate Outrigger Feet, (2) Flood Light, LED, With Aluminum Housing, 4.25" W x 4.25" H, No Switch on the Light	\$1,780
6	FINISHING	3" Reflective Tape Decal Installed at Rear	\$260
7	CHASSIS	2019 Dodge 4x4 Auto Chassis ILO Contract Chassis	\$1,393
8	OTHER		

**OPEN MARKET OPTIONS TOTAL:** \$5,164

**SUB-TOTAL FOR UNIT/BODY/CHASSIS:** \$160,582

**Delivery to Customer:** \$1,060

**TOTAL FOR UNIT/BODY/CHASSIS:** \$161,642

**(C.) ADDITIONAL ITEMS (items are not included in total above)**

1			
2			
3			
4			

**\*\*Pricing valid for 45 days\*\***

**NOTES**

**PAINT COLOR:** White to match chassis, unless otherwise specified

**WARRANTY:** Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90) days warranty for travel charges (Mobile Service) Limited Lifetime Structural Warranty. Chassis to include standard warranty, per the manufacturer.

**TO ORDER:** To order, please contact the Altec Account Manager listed above.

**CHASSIS:** Per Altec Commercial Standard

**DELIVERY:** No later than 300-330 days ARO, FOB Customer Location

**TERMS:** Net 30 days

**BEST VALUE:** Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

**TRADE-IN:** Equipment trades must be received in operational condition (as initial inspection) and DOT compliant at the time of pick-up. Failure to comply with these requirements, may result in customer bill-back repairs.

**BUILD LOCATION:** CREEDMOOR, NC

Sourcewell - Dodge AT48M





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**Background** – In 2016, MED Board approved the award of the Electric System Right-of-Way/Easement Maintenance (aka tree-trimming) contract to Asplundh Tree Expert Company for an evaluated five-year contract agreement. The contract called for an initial three-year with the option of two one-year extensions. The initial three-year contract will expire on November 14, 2019. Due to hardship in the current labor and equipment market conditions to retain skilled and qualified personnel, Asplundh Tree Expert Company presented a request to amend the contract to help handle the hardship.

**Purpose** – MED's staff along with our City's attorney have reviewed and evaluated Asplundh's request. Based on the current contractual language and in the interest of business continuity, MED's staff requests MED Power Board's approval to amend the current contract for the last and final term from November 14, 2019 to November 14, 2020. This amendment is for a 4.5% labor and 2% equipment rate increases from year three (3) of the contract.

All other conditions as stated in the current contractual language and the scope of work remain the same as agreed upon in the original executed document in November 14, 2016.


Asplundh Tree Expert Company has been a vital part of MED's tree trimming and maintenance program. This amendment will ensure MED's ability to continue to provide reliable, safe, and cost-effective electrical power to our customers.

**Fiscal Impact** - The amendment of this contract for the last and final term (November 14, 2019 to November 14, 2020) will have a 4.5% labor and 2% equipment increases.

**Recommendation** – MED's staff recommends board approval to amend the contract agreement for the last and final term with a 4.5% labor and 2% equipment rate increases effective November 14, 2019. See attached letter from Asplundh Tree Expert Company.

Prepared by Philip Lim, P.E.

Submitted by:   
Jackie Whitaker, Director of Operations

Reviewed and approved for Board's package by:   
P.D. Mynatt, General Manager

Asplundh Tree Expert Company		
Last and final term from 11/14/2019 to 11/14/2020		
	<b>YEAR 3 - Hourly Pricing</b>	<b>Last &amp; Final Term (4.5% increase)</b>
<b>Regular Time Rate - Position</b>	<b>11/14/2018 to 11/14/2019</b>	<b>11/14/2019 to 11/14/2020</b>
General Foreman/Supervisor	\$32.40	\$33.86
Working Foreman	\$27.02	\$28.24
Climber	\$24.19	\$25.28
Trimmer	\$19.52	\$20.40
Mower Operator	\$26.41	\$27.60
Certified Arborist	\$37.58	\$39.27
	<b>YEAR 3 - Hourly Pricing</b>	<b>Last &amp; Final Term (2% increase)</b>
<b>Equipment Hourly Rate</b>	<b>11/14/2018 to 11/14/2019</b>	<b>11/14/2019 to 11/14/2020</b>
Pickup Truck	\$6.26	\$6.39
70 ft Aerial lift with dump bed	\$15.69	\$16.00
55 ft Aerial lift with dump bed	\$12.56	\$12.81
Split Dump (Debris haul)	\$9.33	\$9.52
Chipper	\$3.57	\$3.64
Chipper 1500 with winch	\$6.90	\$7.04
Power Saw	\$0.80	\$0.82
Grapple Truck	\$21.00	\$21.42
Stump Grinder (60 hp min)	\$23.50	\$23.97
Skid Steer Mower	\$37.33	\$38.08
Mower Trailer	\$3.74	\$3.81
Mower Support Truck	\$11.25	\$11.48
Rear Yard Lift/Bucket	\$39.95	\$40.75



ASPLUNDH TREE EXPERT, LLC.  
6953 Charlotte Pike Suite 402, Nashville, TN 37209

August 21, 2019

Mr. P.D. Mynatt  
General Manager  
Murfreesboro Electric Department  
205 North Walnut St  
Murfreesboro, TN 37130

RE: System ROW/ Easement Maintenance 11/14/16 – 11/14/21 between Murfreesboro Electric Department and Asplundh Tree Expert, LLC.

Mr. P.D. Mynatt,

On August 14, 2019 a conference call was held with Jackie Whitaker, Philip Lim and me to discuss an alternative approach to the fourth year (first extension year) of our current contract. During this call it was discussed that for the contract year of November 14, 2019 – November 13, 2020 the following rate adjustments would take place, if Asplundh agreed;

- Labor rates would receive a 4.5% increase from the current year (Year 5 rates of the current contract).
- Equipment rates would receive a 2% increase from the current year (Year 4 rates of the current contract).
- The current contract would terminate on November 13, 2020.

This letter is to serve as Asplundh Tree Expert, LLC's agreement to these rate increases and the understanding that the current contract will terminate on November 13, 2020, unless otherwise stated by Murfreesboro Electric Department.

We look forward to the continued business relationship that we have shared over the past 30+ years to assist Murfreesboro Electric Department in providing safe reliable service to their customers.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Gene Hayden', is written over the word 'Respectfully,'.

Gene Hayden  
Region Manager  
[ghayden@asplundh.com](mailto:ghayden@asplundh.com)  
(615) 979-1850

cc- 'Jackie Whitaker' [jwhitaker@medtn.com](mailto:jwhitaker@medtn.com),